



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Child Support Services
Department No.: 045
For Agenda Of: 01/09/2018
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors

FROM: Department Carrie Topliffe, 568-2329
Director(s)
Contact Info: Irma Mera, 884-8079

SUBJECT: Application for Destruction of Records

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Approve an Application for Destruction of Records for internal fiscal files at least four (4) years and four (4) months old and internal personnel files older than seven (7) years from the date of employee separation and no longer required by law to be retained; and
- b) Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(5).

Summary Text:

The Department of Child Support Services requests authorization to destroy internal fiscal records at least four (4) years and four (4) months old and internal personnel files older than seven (7) years from the date of employee separation.

Background:

The Department of Child Support Services periodically destroys personnel and fiscal records following regulations and statutes which govern the disposal of personnel and Child Support Services files and records. Title 22 CCR, Division 13, Chapter 1.1, Article 5, Section 111450 requires local child support agencies to maintain statistical and fiscal records necessary for the administration of the Child Support program for four (4) years and four (4) months from the date of case closure, with certain exceptions.

Government Code section 26202 permits the destruction of records that are more than two years old. The Department is requesting Board authorization to destroy internal fiscal records at least four (4) years and four (4) months old and internal personnel files older than seven (7) years from the date of employee separation.

Commented [LP1]: Recommend citing to the Government Code because this provides the authority to destroy records.

Fiscal and Facilities Impacts:

The financial impact of destruction of these records is immaterial and part of the Department's operational budget.

Special Instructions:

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to the Department of Child Support Services, Attention: Irma Mera.

Attachments:

- A. Application for Destruction of Records Certification of Approval
- B. Schedule of Records for Destruction

Authored by:

Irma Mera, Administrative Office Professional Sr.

ATTACHMENT A

**APPLICATION FOR DESTRUCTION OF RECORDS
CERTIFICATION OF APPROVAL**

The undersigned officer hereby applies, pursuant to the law, for an order to destroy the records described in the attached schedule and to excuse said officer and her assistants, deputies and employees from further custody of said records.

Code and Section Number: Government Code Section 26202

Reason for Destruction: Records as described in the attached schedule are no longer required by law to be retained or are no longer necessary.

Executed at Santa Barbara, California, on December 18, 2017

Carrie Topliffe, Director, Dept. of Child Support Services

APPROVED:

COUNTY COUNSEL

AUDITOR-CONTROLLER

BY: _____

BY: _____

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on _____, 20__ by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

County Clerk and ex officio Clerk of the Board of Supervisors,
County of Santa Barbara, State of California

BY: _____

Commented [LP2]: Recommend including this to cover the internal personnel files. It does not appear that 22 CCR 111450 covers personnel files.

ATTACHMENT B

SCHEDULE OF RECORDS FOR DESTRUCTION

<u>TYPE OF RECORD</u>	<u>ORIGINAL OR COPY</u>	<u>PERIOD COVERED</u>
Fiscal Records	Original	June 1, 1992 – June 30, 2013
Personnel	Original	Older than seven (7) years from date of employee separation